



DISTRICT OF LANTZVILLE

AGREEMENT FOR UTILITY BILLING - PAPERLESS OPTION

PLEASE COMPLETE THIS INFORMATION SECTION REGARDING YOUR UTILITY ACCOUNT:

Service Location Address:		Phone Number:
Last Name:	First Name:	Customer Account Number (14 digits): _ _ _ - _ _ _ _ _ _ _ _ _ _
Email Address which I/we would like to receive my/our Paperless Utility Bill (one email per address) (PLEASE PRINT CLEARLY): _____		

PAPERLESS UTILITY BILL TERMS AND CONDITIONS:

- I/We acknowledge that it is my/our sole responsibility to notify the District of Lantzville of any changes to my/our email address.
- Email addresses may be changed by written notification via mail, email, fax or in person at the District of Lantzville Municipal Hall. Written notification of email address change must be received at least **15 days prior to the Quarterly Utility Billing Date** otherwise, your utility invoice will be sent to the current email address on record.
- The District of Lantzville may terminate this agreement at any time upon written notice (including email notice where applicable). Upon termination, notification of utility charges will be received by regular mail. If you do not wish to sign up for paperless billing, please disregard this application.
- Notice of utility billing charges will be delivered via email at least 10 calendar days before the payment due date. Failure to receive a billing notice does not relieve property owners of their obligation to pay the amount owing for utilities.
- For residents newly registered, please check your junk mail folder at the time of quarterly billing. Emails will be sent from the **District of Lantzville-Finance Department** finance@lantzville.ca.
- Paperless billing agreements can be either dropped off at Municipal Hall located at 7192 Lantzville Rd., mailed to PO Box 100, 7192 Lantzville Rd, Lantzville BC V0R 2H0, or sent via email to finance@lantzville.ca.
- Please contact the Municipal Hall at 250.933.8087 or finance@lantzville.ca if you have questions about this form.

I/We warrant and guarantee that all persons whose signatures are required to authorize paperless utility billing from the above noted utility account have signed the authorization below; and

I/We have read and acknowledge the Terms and Conditions regarding Paperless Utility Billing Program noted above.

Signature: _____

Signature: _____

Date: _____

Date: _____

Personal information collected on this form, or provided with this form, is collected, and protected in accordance with the *Freedom of Information and Privacy Act* and will be used for the purposes of Financial Services program administration. Questions regarding the collection/use of this information should be directed to the Information and Privacy Officer at 250.390.4006.